

State of Hawaii  
Department of Health  
Family Health Services Division  
Maternal and Child Health Branch/ Home Visiting Program

**Addendum 2**

**December 14, 2012**

**To**

**Request for Proposals**

**RFP No. HTH 560-CT-005**

**Early Identification for Home Visiting**

**Issued: November 20, 2012**

December 14, 2012

**ADDENDUM NO. 2**

To

**REQUEST FOR PROPOSALS  
Early Identification for Home Visiting  
RFP No. HTH 560-CT-005**

The Department of Health, Family Health Services Division, Maternal and Child Health Branch, Home Visiting Program is issuing this addendum to RFP Number HTH 560-CT-004, Home Visiting for the purposes of:

- ☒ Responding to questions that arose at the orientation meeting of November 28, 2012 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☐ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☒ is not amended.
- ☐ for Final Revised Proposals is <date>.

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☐ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:

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Responses to Question Raised by Applicants  
For RFP No. HTH-560-CT-005, Early Identification for Home Visiting

**1. Why is a ratio of 1 Supervisor to 4 Family Assessment Workers asked for in the RFP if HFA suggests a 1:5 ratio and allows a 1:6 ratio?**

The scope of work for the Early Identification program requires providers to “refer families for services in the event that HHVN programs are at capacity and cannot accept EID referrals”. There may be instances when the Family Assessment Worker or Supervisor is temporarily managing cases until they can find a referral to a family strengthening community resource within the geographic region. The DOH considers such management will require a lower Family Assessment Worker to Supervisor ratio than what HFA suggest or allows.

**2. On page 2-2 Waianae is listed with census 99-100. On the 2008 census that I’m using this looks to be Haleiwa. Please clarify is there is a more current census I should be referring to.**

The correct census tracts for Waianae are 96-98 and 940002

**3. Currently we are servicing families that reside in Waipahu (96797). When looking at the geographic coverage areas I don’t see this census. Will this area be removed from the target population in the next RFP?**

The current Request for Proposal (RFP) identifies the Oahu community’s to be served as Downtown-Kalihi (Census Tracts 46-62), Ewa-Kalaeha (Census Tracts 83-85, 9803), Kapolei-Makakilo (Census Tracts 86, 115) and Waianae (Census Tracts 96-98, 94002). The Waipahu community will not be served by this RFP.

**4. Do we only screen the families in the identified geographic area?**

Yes, only families residing in the identified geographic areas/regions will be screened.

**5. Billing definitions- they are provided for both HV and EID but there is no unit billing, are these the items that will be tracked on the service hours report?**

The RFP describes a cost reimbursement pricing structure. The direct service hours, as described in Attachment G (HV) and Attachment D (EID) must be reported in the Home Visiting Invoice Form as provided in Attachment I (HV) and Attachment F (EID).

**6. For EID RFP, attachment C, HV Output Measures for FY2014, is this a yearly report?**

The “Home Visiting Output Measure Monthly Report for FY 2014” as provided in Attachment C, is a monthly report.